

City of Murphysboro Request for Qualifications

Comprehensive Planning / Murphysboro 2031

Introduction

The City of Murphysboro, Illinois is requesting statement of qualification proposals from qualified consultants to provide professional planning services associated with developing a new Comprehensive Plan. The Comprehensive Plan will serve as a policy document and official plan guiding growth and development of the city during the next 15 years, through 2031.

The Comprehensive Plan will be titled Murphysboro 2031. Firms interested in this project are advised to carefully review the information outlined in the RFQ and respond accordingly. All submissions must be received no later than April 30th 2016. Specific instructions regarding submission requirements are included in this RFQ. Important to note is that the city's budget for this project is approximately \$15,000.

Background Information / Community Profile

Murphysboro, Illinois is located in southern Illinois, 80 miles southeast of St. Louis, Missouri; 100 miles west of Evansville, Indiana; and 70 miles northwest of Paducah, Kentucky. Established in September 1843, Murphysboro is the county seat of Jackson County. Its birth is tied to the disastrous fire that destroyed the courthouse in the first county seat, Brownsville. The fire proved to be the catalyst to move the county seat to a more central location.

Murphysboro was named when William C. Murphy's name was drawn from a hat containing the names of the three commissioners who chose the new location, a 20-acre tract of land donated by Dr. John Logan and Elizabeth Logan. The son of the site's donors, Major General John A. Logan, later became a volunteer general in the Civil War. General Logan is also remembered for a distinguished political career, serving as Illinois' US Senator, as well as for running for Vice President in 1884. Logan's greatest legacy is his creation of Memorial Day as a national holiday.

On March 18, 1925, 234 people were killed when the Tri-State Tornado hit Murphysboro. Murphysboro was essentially destroyed. Another tornado affected the area on December 18, 1957. On May 8, 2009 a derecho windstorm destroyed houses, brought down power lines, and left the town without electricity for a week. The surrounding woodlands and recreational trails were heavily impacted.

Other items of note include the designation bestowed by the Illinois General Assembly in 2015 as the "BBQ Capital of Illinois", the folklore surrounding a sighting of the "Big Muddy Monster" in the 1970's and 80's, and the annual Apple Festival held in September that features the 2nd longest parade in Illinois. Major Employers in Murphysboro include St. Joseph Memorial Hospital, School District 186, Penn Aluminum, and The City of Murphysboro.

Demographic Information.

As of the census of 2010, there were 8000 people, 3,704 households, and 2,129 families residing in the city. The racial makeup of the city was 79.82% White, 15.80% African American, 0.39% Native American, 1.03% Asian, 0.09% Pacific Islander, 1.10% from other races, and 1.77% from two or more races. Hispanic or Latino of any race were 2.72% of the population.

The median income for a household in the city was \$25,551, and the median income for a family was \$34,987. Males had a median income of \$28,216 versus \$20,011 for females. The per capita income for the city was \$13,527. About 15.8% of families and 21.3% of the population were below the poverty line, including 31.4% of those under age 18 and 10.9% of those age 65 or over.

Project Goals / Areas of Special Consideration:

It is the intention of the City of Murphysboro to procure the professional services of a qualified planning consultant to develop a new Comprehensive Plan for Murphysboro. This will involve working through a collaborative effort that engages a variety of stakeholders. The process will culminate in a document that reflects the needs and desires of the community and helps direct future decision making as it relates to the orderly growth and sustainable development of the city.

Murphysboro 2031 will provide a framework for the development of future public policy pertaining to growth, development, redevelopment, infrastructure improvement and expansion, provision of community services, as well as the conservation of natural resources in the city.

Murphysboro is home to a number of organizations, governmental bodies, and institutions that conduct their own long-range planning. A goal will be to incorporate those plans into the Comprehensive Plan where feasible. Examples of these other planning bodies include, but are not limited to, the Jackson County Board, Murphysboro Consolidated School District 186, the Murphysboro Park District, the Illinois Department of Transportation District 9, and St Joseph Hospital.

Scope of Work

The professional consulting firm selected for this assignment will work closely with City staff, The Plan Commission, local elected officials, and various City Boards and commissions to prepare Murphysboro2031. Following are some components and elements which The City of Murphysboro hopes will be provided. The final scope of services will be developed in conjunction with the consulting firm selected for this project.

The consulting firm will:

- Provide, with the assistance of City staff, an analysis and subsequent updating of local and area wide demographics, housing characteristics, social and economic indicators, natural and historic resources listed in the previous Comprehensive Plan to include projections for community profile data over the next 5, 10, and 15 years.
- Work with City staff and Advisory Committees to review and revise, as needed, the City's community goals, objectives, policies, and programs, including growth management, housing, transportation, economic development, and natural features/open space.
- Conduct an analysis of the City's downtown building inventory and assess the feasibility of future projects.
- Conduct an analysis of the impact of future developments on existing parking facilities, traffic flow and pedestrian access.
- Facilitate public input meetings and focus group sessions throughout the various phases of developing the Comprehensive Plan and incorporate the findings into the plan document.
- Complete a development strategy that identifies priority projects with general cost range estimates.
- Attend and participate in meetings scheduled with the Plan Commission and the City Council as the plan evolves to provide progress reports and obtain feedback.

Deliverables

The consultant will prepare the Murphysboro 2031 document in a format that is agreed upon by the City. Furthermore, throughout the course of preparing Murphysboro 2031, the consultant will provide draft versions of the plan document for review and comment at various stages of the project. The specific deliverables will be subject to further discussion with the selected consultant. The final product deliverables will be in a format appropriate for distribution on the City's website, as well as a format that the City could update from time to time.

Submission Requirements

Prospective consultants are instructed to respond to the RFQ with information as outlined below.

Consultants are advised to be succinct in their responses and attach only relevant information. Ten (10) hard copies of the material, as well as a digital copy are to be received no later than 4:00 P.M. on April 30th, 2016.

At a minimum, all submittals should include the following:

1. Company information: Name, address, phone number, organizational structure, and number of professional staff and location of firm's offices where the various aspects of the work will be performed.
2. Availability: A brief statement as to the availability of the key personnel of the firm responsible for the project and the ability of the firm to complete the project within the prescribed time frame.
3. Statement of Qualifications: Provide summary of the firm's background, capabilities, experience and qualifications. Include a synopsis of similar assignments and projects completed by the firm in the last five years with specific emphasis on comprehensive planning related projects performed in similar communities.
4. Examples of Work: Complete or partial samples of work involving similar types of projects and assignments.
5. Client support: A description of the type and level of support the consultant will require/expect from the City through each phase of the project.

All submittals must be received no later than 4:00 p.m. on April 30th, 2016, to:

Sandra Ripley, Admin. Asst.
City of Murphysboro
Daum Administrative Building
1101 Walnut Street
Murphysboro, IL 62966

Evaluation Criteria / Selection Process

- Qualifications of the consultant/project manager
- Individuals and professional staff to be assigned to the project
- Demonstrated experience in Comprehensive Plan projects.
- Clear understanding of the community dynamics and overall objectives of the project
- Ability of the consultant to communicate effectively with the client

- Ability of consultant to complete the project in a timely manner and within budgeted resources (\$15,000)
- Approaches in organizing and carrying out the need to obtain public participation and interaction throughout course of this project.

A selection committee will review responses received from interested consultants. From this internal review, a number of firms will be chosen for interviews by the Plan Commission. The Plan Commission will then recommend a consulting firm to the City Council. Selection of the firm that the City intends to employ for this project will be based on the above criteria and interview results.

The City and selected consultant will work collectively to define the specific scope of services to be provided and negotiate a contract for the services. If a contract cannot be successfully negotiated with the selected firm, discussions will be terminated and a contract negotiated with another firm. Subject to appropriate approvals and successful contract negotiation, the selection committee will recommend that the City Council authorize the execution of the contract.

Project Time Frame

The consultant firm selected for the project will be expected to successfully complete all elements and scope of work to be outlined in the contractual agreement within a 9 to 12 month period. In preparing the proposal, the consultant is asked to make a recommendation on the most appropriate project time frame for best satisfying the objectives of Murphysboro 2031.